

Additional Duties and Responsibilities

An appointing authority may recommend an in-range salary adjustment of up to 5% for an employee who has been assigned additional duties on a temporary or permanent basis beyond those expected of the position, where a completed Position Description Form has been reviewed by the Division and where a change in classification is not warranted or not possible. The appointing authority shall document the nature and extent of the new duties and/or responsibilities in the request.

		YES	NO
1.	Have new duties been assigned to the position and a Position Description Form submitted to the Director for review?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Did the Division of Personnel review result in a reallocation of the position to a different classification?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Were new duties assigned to the position for new or additional program(s)?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Were new duties assigned to the position due to agency reorganization/realignment?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Were substantial additional supervisory responsibilities added to the position?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Were a substantial amount of additional duties and or responsibilities added to the position?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are the additional duties temporary?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "No" to question 1, the employee is not eligible.

STOP

If you answered "YES" to question 2, the employee is not eligible.

STOP

If you answered "YES" to one of the questions 3 through 6, the employee is eligible. Complete the Pay Plan Policy Request for Approval Form. Attach the following documents along with any additional information requested by the Division.

- Specific list of duties, responsibilities and objectives being assigned to the position.
- A beginning date and estimated completion date.
- A letter of understanding signed by the employee which details the terms and conditions of the temporary duties and/or responsibilities.

Regardless of eligibility, an in-range adjustment is discretionary.

Please refer to the Pay Plan Policy (D. 1. Additional Duties and Responsibilities) for full details regarding this action.